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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: JAN 27 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (17 - 21 January 1955)

1. GENERALa. Shuttle Run to [REDACTED] Warehouse (New Item - Completed)

On Tuesday, 18 January 1955, the regularly scheduled shuttle truck delivered 20,695 pounds of cargo from the [REDACTED] Warehouse. The return trip was made via [REDACTED] where 3,416 pounds [REDACTED] were picked up and brought to the [REDACTED]

b. Relocation of Supplies (New Item - Continued)

Approximately 17,000 pounds of communications equipment were moved by Agency truck [REDACTED]

c. Screening of Records (New Item - Continued)

All cargo folders currently held in the Division are being screened to determine the number to be retired and transferred to the Record Center.

2. STUDIES AND PROJECTS IN PROCESSa. Headquarters and Field Regulations on Motor Vehicle Accidents
(Continued Item)

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. Work on the Field Regulation will begin as soon as one other priority regulation has been completed.

b. Headquarters and Field Regulations on Preparation and Submission of Tables of Vehicular Allowances.
(Continued Item)

These regulations are currently in the process of formal coordination.

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c. Requests for Vehicle Actions (New Item - Completed)

There were no covert vehicle action requests processed during this reporting period.

d. Blanket Authorization for Partial Shipments of Personal Effects and Household Goods and Shipment of Personal Vehicles (New Item - Continued)

A request has been received from DD/P (Administration) for blanket authority for the Senior Representative, [REDACTED] in conjunction with permanent changes of station of employees within the [REDACTED] Area, to make partial shipments of personal effects and household goods to the zone of interior for storage or to the employee's place of residence and privately owned automobiles to the ZI when shipment to the new permanent change of station point would be contrary to the laws governing importation of automobiles. This request was based on the impending move [REDACTED]. This matter is being coordinated with the Office of General Counsel and upon receipt of a formal legal interpretation from that office, an answer will be furnished DD/P (Administration) over the signature of the DD/A.

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3. OTHER ITEMS OF INTEREST

a. [REDACTED] Flight (New Item - Completed)

The [REDACTED] Flight which arrived [REDACTED] on 19 January carried 600 pounds of cargo from [REDACTED]. On its return to [REDACTED] it will carry 9,824 pounds of general cargo.

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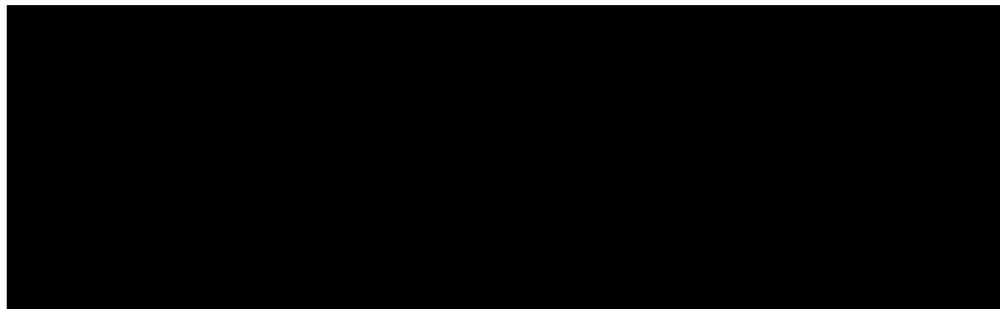
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b. Air Shipments (New Item - Completed)

Eight air shipments, weighing a total of 835 pounds, were made as follows:

<u>Area</u>	<u>Destination</u>	<u>Weight</u>	<u>Supplies</u>	<u>Carrier</u>
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c. Railway Express Shipments (New Item - Completed)

During the week, four shipments, weighing a total of 199 pounds were made through Railway Express as follows:

<u>Destination</u>	<u>Weight</u>	<u>Supplies</u>	<u>Requesting Activity</u>
[REDACTED]	36	Forms	Contact
	34	Forms	Contact
	46	Operational	Sovmat
	83	Forms	Supply
TOTAL	199		

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d. Bus Transportation for Agency Personnel (New Item - Completed)

In accordance with a request from the Chief, Administrative Staff, OGD, arrangements were made to transport fifteen persons from [REDACTED], to the Army Map Service, 6500 Brooks Lane, N.W., via Agency bus. Again on 19, 20, and 21 January, arrangements were made to transport the same number of persons via Agency bus twice daily from [REDACTED], to the Printing and Reproduction Plant [REDACTED] and return.

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e. Briefing of the Clark Committee (New Item - Completed)

On Monday morning, 17 January 1955, members of the Clark Committee were briefed by the Acting Chief and other members of the Transportation Division.

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

a. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas.

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Completed

PERCENTAGE COMPLETED: 55%

b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division

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of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 15%

c. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 70%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 42%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 40%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

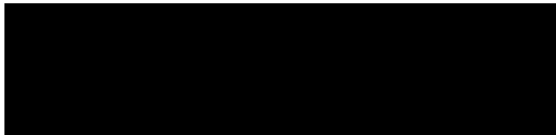
PERCENTAGE COMPLETED: 10%

g. Preparation of Plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

PERCENTAGE COMPLETED: 35%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 30%



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LO/TD/DRB:ecb (26 January 1955)

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